

RESUME

PERSONAL DATA

Name Jessica CHU (madam)
Nationality Chinese (I live in Belgium for 12 years)
Address Dreve De Stadt 46, B 1300 Waver
GSM 0474/35 50 90
E-mail jessicachu999@gmail.com

STUDIES AND ADDITIONAL COURSES

09/2009–06/2014 Bachelor Accounting, CVO, Leuven
Basics (accounting & VAT); Business Structures (accounting, law);
Legislation & Personal Taxes; Cost Accounting; Finance; Management
and organisation

01/2011–06/2011 Bediendeopleiding VDAB, Heverlee
MS office packages, Customer Friendly Telephone Conversations and
Writing Dutch (+English), Trade Documents, Working in Different
Departments of a Virtual Company

09/2007-08/2008 Nederlands voor anderstaligen voor administratieve beroepen VDAB,
Heverlee
A general, but intensive language training with special attention for
writing, reading, speaking and understanding Dutch

09/2005-01/2007 Nederlands Tweede Taal Richtgraad niveau 1-5, CVO, Leuven
05/1998 Advanced Accounting Certificate, (China)
Qualification of Speciality & Technology Institute

07/1992–06/1995 Zhongnan University of Economics, Wuhan (China)
Major in Economic Management

LANGUAGES

Chinese mother tongue
Dutch fluent
English fluent

ADDITIONAL COMPETENCES

Word & Excel excellent
PowerPoint intermediate
Internet & Outlook excellent
Venice excellent
SAP intermediate
Silicon Financial (ERP) excellent

PROFESSIONAL EXPERIENCE

- 05/2014- now **General Accounting**, Oriental Recycling N.V., Oevel (Westerlo)
Responsibilities: daily: bookkeeping of banking, payable, receivable; monthly: determination of the sales costs and inventory, tax declaration (VAT/Intrastat, etc), internal/external financial reporting; yearly: financial report yearly closing, management asset, contact with local accounting office, auditor. Contact with Chinese Holding for import & export and Free Zone goods control with Customs.
- 11/2012-05/2014 **Accounting Clerk**, Engineering Systems N.V., Haasrode
Responsibilities: booking all bank transactions in SAP; registration of all incoming invoices from different countries (Belgium, China, USA, Hungary, ...); translation of the Chinese financial report in English or Dutch; management of the vendors' payment reminders; assisting with Monthly & Yearly Closure
- 06/2011-11/2012 **Junior Accountant**, Hedgren Creations N.V., Kontich (Waarloos)
Responsibilities: registration & translation in Chinese of all Bank Transfers; registration of Flagship Store's turnover, sales invoices & credit notes; registration of all Incoming Invoices; follow-up of suppliers Reminders; Payment Administration; registering Sales Invoices in Dave & transmitting them to Fortis Commercial Finance through D-Basics; assisting with Monthly & Yearly Closure; Daily Contacts with banks, suppliers and the HQ in China
- 09/2000–07/2005 **Head of Main Cashier Dept**, Metro Jinjiang Cash & Carry Co. Ltd. Wuhan Qiaokou Store, Wuhan (China)
Responsibilities: Cash management, Cost Accounting Control, Fixed Asset Management, Financial Analyses, Project Management, Internal Financial Reporting
- 06/1995-09/2000 **Financial Manager**, Hubei Textile Industry Co. Ltd, Wuhan (China)
Responsibilities: Planning Bank Loans, Financial Analyses, Development & Maintenance Accounting Systems, Financial Audit (Cash flow & Capital funding)